



Companies and Intellectual
Property Commission

a member of **the dtic** group

Director Amendment Step-by-Step Guidelines

Appoint a Passport Holder

Purpose

The purpose of this document is to demonstrate the steps to appoint a Passport Holder. The Director Amendments process is integrated to the Foreigner Assurance process. A Passport Holder will need to be verified before they can be appointed as a Director in a Company.

1. Login and select Transact

The screenshot shows the CIPC eServices website interface. At the top, the navigation bar includes the CIPC logo, the text 'Companies and Intellectual Property Commission - eServices', and three buttons: 'HOME', 'TRANSACTION' (highlighted with a red box), and 'CART (0)'. Below the navigation bar, the user is logged in as 'BISG01 HAYLIE DELPORT'. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for 'EDIT CUSTOMER DETAILS', 'LOGOUT', 'BALANCE: R 99945.00', 'ENTERPRISE SEARCH' (with a description and a 'CONTINUE TO SEARCH' button), 'HOW-TO VIDEOS' (with a 'WATCH VIDEOS' button), 'SOCIAL MEDIA' (with icons for Twitter, Facebook, Instagram, and YouTube), and 'SUPPORTED BROWSERS'. The main panel features a 'CIPC ENTITY SEARCH' section with a search bar and a magnifying glass icon. Below this is a table titled 'ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION'. The table has columns for 'ENTERPRISE NUMBER', 'ENTERPRISE NAME', 'STATUS', 'TYPE', 'AR COMPLIANT', and 'FILE'. The table lists 15 companies, all of which are 'IN BUSINESS' and 'PRIVATE COMPANY', with 'AR COMPLIANT' status marked as 'YES'.

Welcome **BISG01**
HAYLIE DELPORT

You are here: CIPC eServices » Home

CIPC ENTITY SEARCH

Search by Type in enterprise name, number or director ID number

ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	TYPE	AR COMPLIANT	FILE
K2023000054	K2023000054 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2023000055	SOFTTOY SHOP	IN BUSINESS	PRIVATE COMPANY	YES	
K2023000053	TYHF SWEATSHOP	IN BUSINESS	PRIVATE COMPANY	YES	
K2023000051	DREW SWEATSHOP	IN BUSINESS	PRIVATE COMPANY	YES	
K2023000052	K2023000052 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2023000048	K2023000048 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2023000045	K2023000045 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2022700066	K2022700066 (SOUTH AFRICA)	BUSINESS RESCUE	PRIVATE COMPANY	YES	
K2022700068	K2022700068 (SOUTH AFRICA)	RE-INSTATEMENT PROCESS	PRIVATE COMPANY	YES	
K2022700069	GTRUY FURNITURE	BUSINESS RESCUE	PRIVATE COMPANY	YES	
K2022700054	SALVATORE COFFEESHOP	IN BUSINESS	NON PROFIT COMPANY	YES	
K2022052298	K2022052298 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2022052299	COPER CLOTHING	BUSINESS RESCUE	PRIVATE COMPANY	YES	
K2022052300	K2022052300 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	

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2. Select More Service

Companies and Intellectual Property Commission - eServices

HOME TRANSACT CART (0)

Welcome **BISG01**
HAYLIE DELPORT

EDIT CUSTOMER DETAILS
LOGOUT
BALANCE: R 99945.00

ENTERPRISE SEARCH
search for enterprises on our register using enterprise name, enterprise number or director ID/passport number
CONTINUE TO SEARCH

HOW-TO VIDEOS
watch our how-to videos to guide you in filing transactions or retrieving documents
WATCH VIDEOS

SOCIAL MEDIA
follow us on social media to interact with us and to get the latest updates
Twitter Facebook Instagram YouTube

SUPPORTED BROWSERS

You are here: CIPC eServices » Home » Transact

COMPANY REGISTRATION	AMEND COMPANY DIRECTOR DETAILS	AMEND CC MEMBER DETAILS	NAME RESERVATIONS	FILE ANNUAL RETURNS	AUDITORS & ACC. OFFICERS
CO & CC ADDRESS CHANGES	FINANCIAL YEAR END CHANGES	CERTIFICATES & DISCLOSURES	ENTERPRISE ENQUIRY	TRANSACTION STATUS	CUSTOMER TRANSACTIONS
NAME CHANGES	DOCUMENT UPLOAD	THIRD PARTIES	HOW-TO VIDEOS	BANKING DETAILS	EXTERNAL COMPANY REPRESENTATIVES
DISQUALIFIED DIRECTORS REGISTER	DOMAIN NAME REGISTRATION	AUTHORISED SHARE CHANGES	UPDATE DIRECTOR / MEMBER CONTACTS	B-BBEE CERTIFICATES	FINANCIAL STATEMENTS
COMPLIANCE CHECKLIST	BENEFICIAL OWNERSHIP	MORE SERVICES			

More services consist of Names with Association

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3. Agree to the Terms and Conditions and Select Director Amendments

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Hello HAYLIE Logout

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Query Resolution:
<https://enquiries.cipc.co.za>


CIPC e-Services

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Business Registration

- + Name Reservation with Association
- + Foreigner assurance



Business Maintenance

- + **Director amendments**
- + Change Contact Details
- + Disqualified Director Register

4. Click on Agree checkbox and Select and Continue

Director Amendments For Companies

[Home](#) > [Director Amendments](#)

Director Amendments for Companies

Which company statuses?
Company statuses allowed are In Business OR Business Rescue OR Liquidation OR Annual Returns De-Registration

Which company types?
Company types allowed are Private OR Public OR Non-Profit OR Personal Liability OR State Owned OR External

Who can file?
Members with an Active Director OR Company Secretary OR Business Rescue Practitioner OR Liquidator OR Shareholder, all of whom are existing and valid customers

The individual to initiate an application for company director amendments, will be held responsible for the information provided. The Commission may request a company to provide a copy of any document, as set out in Regulation 5(3) of the Act.*


Companies are expected to keep records of all documentation pertaining change of directors and produce the same when required by the authorities


☐ Agree


CONTINUE

5. Select Continue

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 **Query Resolution:**
<https://enquiries.cipc.co.za>





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Director Amendments

For Companies

[Home](#) > [Director Amendments](#) > [History Applications](#)

History Applications

DATE	REFERENCE	TYPE	EXPIRY	STATUS	ENTERPRISE	VIEW
30/NOV/23	60000019992	OTP	04/DEC/23 09:03:20	COMPLETED	K2023000048	
22/NOV/23	60000019904	OTP	26/NOV/23 13:04:16	COMPLETED	K2023000013	

CONTINUE


GUIDANCE

Use this page to view information on history submitted applications and statuses


View
View a history application or rework it after approval rejection, by selecting View

Continue
A new application per enterprise, may only be submitted once a pending one is concluded. To initiate a new application select Continue


- Capture the Company Registration Number either in the Short or Long format and click on the Search Button. If your company appears on your list of companies, Click on the File button.



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CIPC e-Services

Business Registration Business Maintenance

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Director Amendments
For Companies

[Home](#) > [Director Amendments](#) > [Company Information](#)

Associated Company Information

NUMBER	NAME	TYPE	STATUS	COMPLIANT	FILE
K2011109613	TUNDRASPARK	PRIVATE COMPANY	IN BUSINESS		
K2011109617	LEO REX DISTRIBUTORS	PRIVATE COMPANY	IN BUSINESS		
K2011109619	TIDY ATOM NEAT SOLUTIONS	PRIVATE COMPANY	IN BUSINESS		
K2011109631	RAMISOURCE	PRIVATE COMPANY	IN BUSINESS		
K2011109633	RIVER POINT	PRIVATE COMPANY	IN BUSINESS		
K2011109634	SISAFIKA COMPUTING	PRIVATE COMPANY	IN BUSINESS		
K2011109639	HOMATHA TRANSPORT	PRIVATE COMPANY	IN BUSINESS		
K2011109645	JJJ AGRI CATTLE AUCTION	PRIVATE COMPANY	IN BUSINESS		

APPLICATION

Reference: 60000020040

SEARCH FACILITY

Search criteria: (long or short number)

K2023000055

SEARCH

- Select the File button on the Searched Company Information List

NUMBER	NAME	TYPE	STATUS	COMPLIANT	FILE
K2011109613	TUNDRASPARK	PRIVATE COMPANY	IN BUSINESS		
K2011109617	LEO REX DISTRIBUTORS	PRIVATE COMPANY	IN BUSINESS		
K2011109619	TIDY ATOM NEAT SOLUTIONS	PRIVATE COMPANY	IN BUSINESS		
K2011109631	RAMISOURCE	PRIVATE COMPANY	IN BUSINESS		
K2011109633	RIVER POINT	PRIVATE COMPANY	IN BUSINESS		
K2011109634	SISAFIKA COMPUTING	PRIVATE COMPANY	IN BUSINESS		
K2011109639	HOMATHA TRANSPORT	PRIVATE COMPANY	IN BUSINESS		
K2011109645	JJJ AGRI CATTLE AUCTION	PRIVATE COMPANY	IN BUSINESS		
K2011109647	NKA THOMA TRADING	PRIVATE COMPANY	IN BUSINESS		
K2011109658	GENBAND BLACKBRIDGE CONNECT	PRIVATE COMPANY	IN BUSINESS		

1 2 3 4 5 6

BACK

Reference: 60000020040

SEARCH FACILITY

Search criteria: (long or short number)

K2023000055

SEARCH

GUIDANCE

Proceed with filing by selecting a company from your associated list OR search for an alternative and select from the searched list.
Use column File to make the desired selection to proceed

History Applications
A new application may not be started if a previous one is still in progress

Search Facility
File for any company? Make use of the Search facility

Searched Company Information

NUMBER	NAME	TYPE	STATUS	COMPLIANT	FILE
K2023000055	SOFTTOY SHOP	PRIVATE COMPANY	IN BUSINESS		

8. Select Yes on the Director Foreigner Quiz if you will be Appointing a Passport Holder.

The screenshot shows the 'Director Foreigner Quiz' section with the question 'Will you be appointing a Non South African Directors or updating the passport number of an existing director?'. The 'Yes' radio button is selected and highlighted with a red box. Below it, a note states: 'Note: If you have any Non South African Directors, please verify them first.' The 'Foreigner Assurance Verification' section has a 'Passport Number' field with a red box around it and a 'VERIFY' button also highlighted with a red box. The 'Company Selection Confirmation' section shows fields for Number (K2023000055), Name (SOFTTOY SHOP), Type (PRIVATE COMPANY), Status (IN BUSINESS), Contact No., and Contact Email. To the right, the 'APPLICATION' section has a 'Reference' field. The 'SEARCH FACILITY' section has a 'Search criteria: (long or short number)' field and a 'SEARCH' button. The 'GUIDANCE' section provides instructions on how to proceed with filing and mentions 'History Applications'.

9. Capture the Passport Number and Click on the Verify Button. If the Passport is not Verified, click on the here link and you will then be redirected to Foreigner Assurance. Wait until you receive an email that the passports filed through the Foreigner Assurance process have been successfully Verified before proceeding with capturing your Director Amendments application.

The screenshot shows the 'Foreigner Assurance Verification' step. The 'Passport Number' field contains 'AB334343' and is highlighted with a red box. The 'VERIFY' button is also highlighted with a red box. Below this, the 'Company Selection Confirmation' section shows the same company details as before. At the bottom, a 'VALIDATION FAILURE' message states: 'Identity not available via Foreigner Assurance! Director to apply for Foreigner Assurance prior to submitting an application. Please try again.' Below this message, a link labeled 'here' is highlighted with a red box, with a note: 'Note: You will be redirected to the foreign assurance to apply or update passport details.' The 'GUIDANCE' section on the right provides instructions on how to proceed with filing and mentions 'History Applications', 'Search Facility', 'Back', 'Cancel', and 'Continue'.

10. If the Passport is Verified, click on the OK button. Verify each Passport Holder that you will be appointing before proceeding with your application. If all Passport Holders are Verified, Click on the Continue Button.

The screenshot shows a web application interface with a dark theme. A modal dialog titled "Passport Verified" is centered on the screen, displaying the message "Passport verified successfully." and an "OK" button. The background is dimmed, showing sections like "Director Foreigner Quiz", "Foreigner Assurance Verification", "Company Selection Confirmation", "APPLICATION", "SEARCH FACILITY", and "GUIDANCE".

11. Update the Enterprise Contact Details if necessary and Click on the Continue Button.

The screenshot shows the "Company Selection Confirmation" section of the application. It contains fields for "Number" (K2023000055), "Name" (SOFTTOY SHOP), "Type" (PRIVATE COMPANY), and "Status" (IN BUSINESS). Below these are fields for "Contact No." (0112222222) and "Contact Email" (TESTING@TESTING.CO.ZA), both of which are highlighted with red boxes. At the bottom of this section are "CANCEL" and "CONTINUE" buttons, with the "CONTINUE" button also highlighted with a red box. To the right, the "APPLICATION" section shows a reference number (60000020718), and the "SEARCH FACILITY" section shows a search criteria field with the value K2023000055 and a "SEARCH" button. The "GUIDANCE" section provides instructions on how to proceed with filing.

12. Review current Directors details by selecting the Edit button for each director. **Ensure that the Cellphone Number and Email are correct for the directors being Resigned OR Appointed.**

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Director Amendments

For Companies

Home > Director Amendments > Change Directors

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	EDIT/VIEW
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE	

BACK CONTINUE

APPLICATION INFORMATION

Reference: 60000020041
No: 0
Status: Draft
Submitted By: HAYLIE
Submitted On: 02/DEC/2023

Company Director Amendments

COMPANY INFORMATION

13. Select No Change if you will NOT be updating the Status OR other details of an Existing Director, then Select the Save button at the bottom of the screen. Repeat the Step for all Directors.

No proposed change directors available

ACTION
Please select an option below to process the selected director information

☒ No Change ☐ Status Change

Notes on Contact Info Changes
- Updates allowed on Appointment Date & Occupation, if none exist
- Updates allowed on Email/Cellphone, if none exist and application logger is an active director

Company Director Amendments - Remove or View

STATUS INFORMATION

Type: DIRECTOR Status: ACTIVE

Appointment Date: (DD/MON/YYYY) 13/NOV/2023 Status Date: (DD/MON/YYYY) Please type date

Status Change Reason: (if applicable)

CONTACT PERSONAL INFORMATION

No: K2023000055
Name: SOFTTOY SHOP
Type: PRIVATE COMPANY
Status: IN BUSINESS
Registration Date: 13-NOV-23
Email: TEST@TESTING.CO.ZA
Contact No: 0112222222

GUIDANCE

It is compulsory to review each active director to ensure up-to-date information.

History approval results will be visible if available, use this feedback to apply and resubmit application changes

Edit or View
Review information for each director by clicking on Edit/View from section Company Directors. Choose between options No Changes OR Status Changes or Contact Info Changes and select Save to finalize. Choose Cancel to abort the current review

Remove or View
Remove an entry for information that need to change, to allow for another review on the selected record

Back

14. Select Continue

Director Amendments For Companies

[Home](#) > [Director Amendments](#) > [Change Directors](#)

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	EDIT/VIEW
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE	

BACK

CONTINUE

Company Director Amendments

RESIDENT	IDENTIFICATION	NAME	TYPE	AMENDMENT	REMOVE/VIEW
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE	

APPLICATION INFORMATION

Reference: 60000020042
No: 0
Status: Draft
Submitted By: HAYLIE
Submitted On: 02/DEC/2023

COMPANY INFORMATION

No: K2023000055
Name: SOFTTOY SHOP
Type: PRIVATE COMPANY
Status: IN BUSINESS
Registration Date: 13-NOV-23
Email: TESTING@TESTING.CO.ZA
Contact No: 0112222222

GUIDANCE

15. Select New Director to Appoint a Director.

Home

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Director Amendments
For Companies

[Home](#) > [Director Amendments](#) > [New Directors](#)

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE

NEW DIRECTOR

BACK

CONTINUE

Director Appointments

APPLICATION INFORMATION

Reference: 60000020042
No: 0
Status: Draft
Submitted By: HAYLIE
Submitted On: 02/DEC/2023

COMPANY INFORMATION

16. Select Yes to Appoint a Passport Holder.

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE

Director Foreigner Appointment

Will you be appointing or updating the Passport Number of a Non South African Citizen?
☒ Yes ☐ No
Note: If you have any foreign directors, please file them first.

Director Appointments

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	REMOVE/VIEW
No proposed new directors available					

APPLICATION INFORMATION

Reference: 60000020042
No: 0
Status: Draft
Submitted By: HAYLIE
Submitted On: 02/DEC/2023

COMPANY INFORMATION

No: K2023000055
Name: SOFTTOY SHOP
Type: PRIVATE COMPANY
Status: IN BUSINESS
Registration Date: 13-NOV-23
Email: TESTING@TESTING.CO.ZA
Contact No: 0112222222

GUIDANCE


History approval results will be visible if available, use this feedback to apply and resubmit application changes

17. Capture the Passport Number, Passport Expiration Date, and Select Verify.

Director Foreigner Appointment

Will you be appointing or updating the Passport Number of a Non South African Citizen?
☒ Yes ☐ No
Note: If you have any foreign directors, please file them first.

Foreigner Assurance Verification

Passport Number: Passport Expiration: 

Director Appointments

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	REMOVE/VIEW
No proposed new directors available					

COMPANY INFORMATION

No: K2023000055
Name: SOFTTOY SHOP
Type: PRIVATE COMPANY
Status: IN BUSINESS
Registration Date: 13-NOV-23
Email: TESTING@TESTING.CO.ZA
Contact No: 0112222222

GUIDANCE

History approval results will be visible if available, use this feedback to apply and resubmit application changes

New Director
Note it is not compulsory to specify a New Director, only when applicable

Supply information on each new director by selecting New Director, continue to verify and save changes.
History approval results will be visible if available, use this feedback to make and resubmit application

18. Capture required information.

Director Appointment Information

Email: TESTING@TESTING.CO.ZA
Contact No: 0112222222

VERIFY INFORMATION

Citizenship:
NAMIBIA

PERSONAL INFORMATION

Surname: PAANAME
Name(s): PASSSURNAME

Date of Birth: (DD/MON/YYYY)
30/DEC/1968
Occupation:

Email: I 66@GMAIL.COM
Cellphone: 0828:

Gender: MALE
Disability: NOT DISABLED

Demographic: WHITE
Title: MR

Verification:

GUIDANCE

History approval results will be visible if available, use this feedback to apply and resubmit application changes

New Director
Note it is not compulsory to specify a New Director, only when applicable

Supply information on each new director by selecting New Director, continue to verify and save changes.
History approval results will be visible if available, use this feedback to make and resubmit application changes

Remove or View
Remove an entry for information that need to change, to allow for another review on the selected record

Back
Revert to the previous section by selecting Back

Continue
Proceed to the next section by selecting Continue

19. Move Down on the Form and continue capturing the required information and Click Save.

ADDRESS INFORMATION

PHYSICAL ADDRESS

Address line 1: 4 MONDE AVE
Address line 2: MANHATTAN
In which town/city is this address? NEW YORK
In which province is this address? NEW YORK
What is the postal code? A4454

POSTAL ADDRESS

Address line 1: 4 MONDE AVE
Address line 2: MANHATTAN
In which town/city is this address? NEW YORK
In which province is this address?
What is the postal code? A4454

APPOINTMENT INFORMATION

Director Type: DIRECTOR
Appointment Date: (DD/MON/YYYY) 30/Nov/2023

CANCEL SAVE

Page 11 of 17

20. Select Continue.

Director Amendments
For Companies

Home > Director Amendments > New Directors

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE

NEW DIRECTOR

BACK

CONTINUE

Director Appointments

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	REMOVE/VIEW
NO	ZZBCC1234	PASSSURNAME PAANAME	DIRECTOR	APPOINT	

APPLICATION INFORMATION

Reference: 60000020097
No: 0
Status: Draft
Submitted By: HAYLIE
Submitted On: 02/DEC/2023

COMPANY INFORMATION

No: K2023000055
Name: SOFTTOY SHOP
Type: PRIVATE COMPANY
Status: IN BUSINESS
Registration Date: 13/NOV/2023
Email: TESTING@TESTING.CO.ZA
Contact No: 0112222222

21. Attach Documents if required then Click Continue. Documents are Optional when updating Director details, Appointing, Or Resigning a Director. On Status Remove, Deceased, and Term Expired – Documents are Mandatory.

Director Amendments
For Companies

Home > Director Amendments > Supporting Documentation

Supporting Documentation

Supporting documentation is not compulsory. Upload any additional documentation here over-and-above the prescribed/required documentation, where applicable

When submitting an application as:

- Shareholder, please provide documentation for *Certificate Share Register or *Certified Shares Certificate
- Business Rescue Practitioner, please provide documentation for *proof of appointment as Practitioner
- Liquidator, please provide documentation for *proof of appointment as Liquidator

Status change to:

- Term Expired, please provide documentation for *Notice of Meeting, Resolution, Presentations
- Remove, please provide documentation for *Notice of Meeting, Resolution, Minutes of Meeting
- Decease, please provide documentation for *Certified Death Certificate, Resolution

REFERENCE	FILE	TYPE	REMOVE
No documents available			

NEW DOCUMENT

BACK

CONTINUE

APPLICATION

Reference: 60000020042
No: 0
Status: Draft
Submitted By: HAYLIE
Submitted On: 02/DEC/2023

COMPANY SELECTION

No: K2023000055
Name: SOFTTOY SHOP
Type: PRIVATE COMPANY
Status: IN BUSINESS
Registration Date: 13-NOV-23
Email: TESTING@TESTING.CO.ZA
Contact No: 0112222222

22. Click on the Confirm Button. ONLY CLICK ONCE.

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE

BACK

CANCEL

CONFIRM

Company Director Amendments

RESIDENT	IDENTIFICATION	NAME	TYPE	AMENDMENT
NO		HAYLIE DELPORT	DIRECTOR	NOCHANGE

Company Director Appointments

RESIDENT	IDENTIFICATION	NAME	TYPE	AMENDMENT
NO	ZZBBOC1234	PASSSURNAME PAANAME	DIRECTOR	APPOINT

Supporting Documentation

APPLICATION

Reference: 60000020097
No: 0
Status: Draft
Submitted By: HAYLIE
Submitted On: 02/DEC/2023

COMPANY SELECTION

No: K2023000055
Name: SOFTTOY SHOP
Type: PRIVATE COMPANY
Status: IN BUSINESS
Registration Date: 13/NOV/2023
Email: TESTING@TESTING.CO.ZA
Contact No: 0112222222

GUIDANCE

Confirm all application detail for approval purposes

Back

Revert to the previous section by selecting Back

23. Finalise the Application by Clicking on OK.

Application Summary

Active Directors: 1

No Changes: 1

Deceased: 0

Removed: 0

Appointments: 2

Contact Info Changes: 0

Resigned: 0

Term-Expired: 0

Application Status

Congratulations! Your application has been submitted successfully for reference, 60000020097

Application Next Steps

Director OTP Consent Approval to take place if the application did not contain any director removals or deceased

- OTPs are valid for a 96-hour period
- OTPs to be sent for confirmation on resignations and appointments, 100% consent required
- The application will become invalid when the validity period expires and consent not received

Back-Office Approval to take place if the application did contain any director removals or deceased

- CIPC official to provide approval
- Application was submitted by a non-associated active director or secretary - Application contained one or more case for director removal or deceased - Application to be reworked and resubmitted for approval when rejected

OK

APPLICATION

Reference: 60000020097
No: 762
Status: SUBMITTED, IN PROGRESS
Submitted By: HAYLIE DELPORT
Submitted On: 02/DEC/2023

COMPANY SELECTION

No: K2023000055
Name: SOFTTOY SHOP
Type: PRIVATE COMPANY
Status: IN BUSINESS
Registration Date: 13/NOV/2023
Email: TESTING@TESTING.CO.ZA
Contact No: 0112222222

GUIDANCE

Notifications

Please check for email correspondence that confirm receipt of application and information on approval


OK

View application summary with next steps and return to


24. The Application will be in Submitted Status with Type OTP. The filer and directors being appointed or resigned must navigate to their email application to find the Proposed Changes email from the CIPC.


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 [!\[\]\(6899a0bcd8d53896b1590da3ef0ba47b_img.jpg\)](#)
[!\[\]\(49ebfd9b9e892975110aee70ac66acff_img.jpg\)](#)
[!\[\]\(fbb4c33308b1281cc99a1e28339a47e4_img.jpg\)](#)

Director Amendments
 For Companies

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History Applications

DATE	REFERENCE	TYPE	EXPIRY	STATUS	ENTERPRISE	VIEW
02/DEC/23	60000020042	OTP	06/DEC/23 17:52:48	SUBMITTED, IN PROGRESS	K2023000055	
30/NOV/23	60000019992	OTP	04/DEC/23 09:03:20	COMPLETED	K2023000048	
22/NOV/23	60000019904	OTP	26/NOV/23 13:04:16	COMPLETED	K2023000013	

CONTINUE

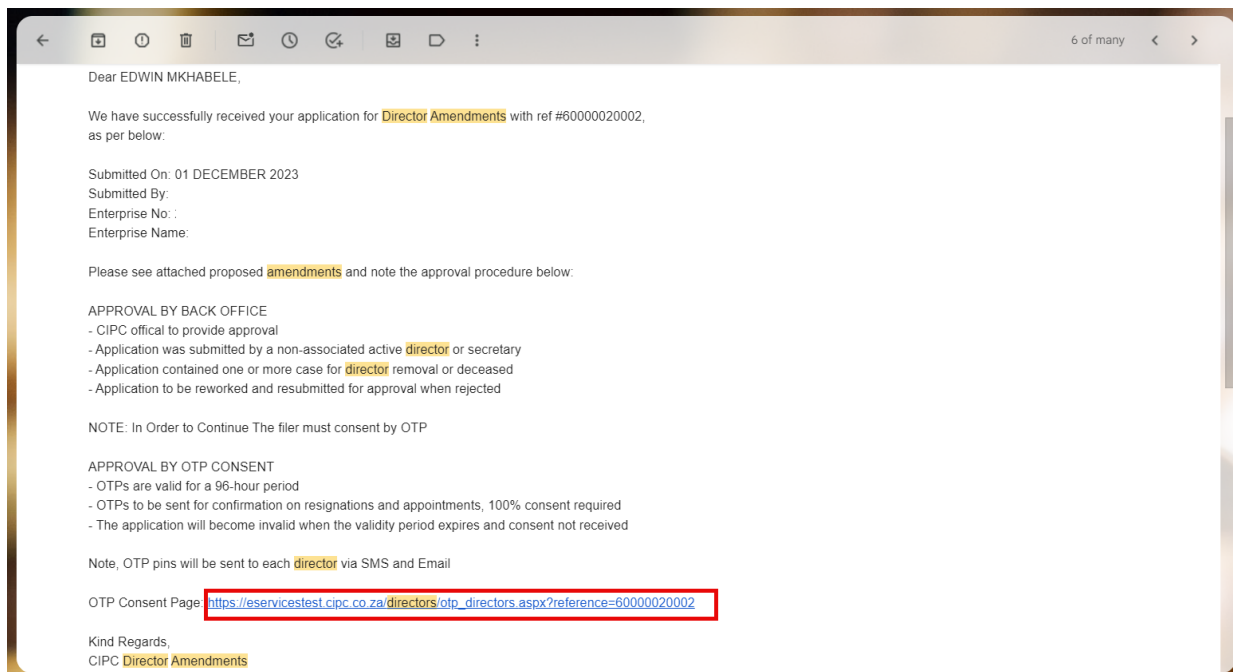
GUIDANCE

Use this page to view information on history submitted applications and statuses

View
 View a history application or rework it after approval rejection, by selecting View

Continue
 A new application per enterprise, may only be submitted once a pending one is concluded. To initiate a new application, select Continue

25. The Filer, the Directors being Appointed and Resigned must review the proposed changes attached document and then Click on the Link on the email to capture their Identification number, sms and email OTPs.



26. Select Red Consent Button.

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Director Amendments

For Companies

OTP Approval - Consent

DATE	AMENDMENT	DIRECTOR	EXPIRE	CONSENT
02/DEC/2023	APPOINT	PETRUS SCHULTZ	06/DEC/2023 17:52:48	<input checked="" type="checkbox"/>
02/DEC/2023	FILER	HAYLIE DELPORT	06/DEC/2023 17:52:48	<input checked="" type="checkbox"/>

[RESEND OTPS](#)

APPROVAL RESULTS

Confirmation OTPs
 Required: 2
 Received: 0

APPLICATION INFORMATION
 Reference: 60000020042
 Submitted By: HAYLIE DELPORT

27. Move down on the form and capture Identification, SMS OTP, and Email OTP, Select the Agree Checkbox. Lastly Click on Submit.

RESEND OTPS

Verification Information

DIRECTOR INFORMATION

Number:

2824

Director:

APPOINT

VERIFY INFORMATION

IDENTIFICATION:

SMS OTP:

S2273257

Email OTP:

E6823590

APPLICATION INFORMATION

Reference: 60000020042
Submitted By: HAYLIE DELPORT
Submitted On: 02/DEC/2023
Status: SUBMITTED, IN PROGRESS

COMPANY INFORMATION

No: K2023000055
Name: SOFTTOY SHOP
Type: PRIVATE COMPANY
Status: IN BUSINESS
Registration Date: 13/NOV/2023
Email: STREET
Contact No: 0827786881

GUIDANCE

- OTPs are valid for a 96-hours period
- OTPs to be sent for confirmation on resignations and appointments, 100% consent required
- The application will become invalid when the validity period expires and consent not received

CONSENT DIRECTOR AMENDMENTS

You are accountable for any unauthorised, falsified or misleading information with the purpose to defraud. The rights of the Commission are firmly reserved.

☒ Agree

CANCEL
SUBMIT

28. All impacted directors and the filer will complete the process above and the Last Submitter will see the Finish Button after submitting. Select the Finish button to Finalise the Application. Any person that has submitted their OTPs can complete this step even when they have already captured and submitted their OTPs.

Director Amendments
For Companies

OTP Approval - Consent

DATE	AMENDMENT	DIRECTOR	EXPIRE	CONSENT
02/DEC/2023	APPOINT	PASSSURNAME PAANAME	06/DEC/2023 20:23:40	✓
02/DEC/2023	FILER	HAYLIE DELPORT	06/DEC/2023 20:23:40	✓

INFORMATION

Click finish to complete the director amendment application and send correspondence. Please check for Email correspondence

FINISH

APPROVAL RESULTS

Confirmation OTPs
Required: 2
Received: 2

APPLICATION INFORMATION

Reference: 60000020042
Submitted By: HAYLIE DELPORT
Submitted On: 02/DEC/2023
Status: OTP VERIFIED

COMPANY INFORMATION

No: K2023000055
Name: SOFTTOY SHOP
Type: PRIVATE COMPANY

29. All Active Directors will receive an email with the COR39 attached.

